Cottonwood School District No. 242

NONINSTRUCTIONAL OPERATIONS

Retention of District Records

In compliance with Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of District records. This schedule likewise identifies the anticipated physical location where such records may be kept or maintained by the District, in addition to the possible document retention of all categories of records on the school's servers and computer systems.

The District's Public Records Custodian(s), in conjunction with Superintendent, or designee, is responsible for the maintenance, safeguarding and destruction of the District's records. Performance of such duties shall be in cooperation with the District's Business Office, Directors of Maintenance and Transportation, Technology Coordinator, the Principals at the school's buildings and other administrative personnel employed by the District. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard the District's records, electronic or otherwise, consistent with the chart below.

The District's Public Records Custodian(b), shall work in conjunction with the District's Technology department to assure that the school's staff is aware of the routine destruction of electronic District records, including emails, such that they are able to assure that the District's public records are retained consistent with this schedule, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, the District's employees need to retain District records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of the District's routine electronic records destruction and/or notify the technology personnel of the District that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all District records may be maintained electronically and/or in hard physical copy.

Method of Destroying Official Records

The District's official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before disposal.

Destruction of Electronic Mail/e-mail

The District will store electronic mail/e-mails for a maximum period of one year. All email will be automatically deleted from the District's system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, State law, or the provisions of this policy are retained accordingly and in a different format than electronic mail. An employee's failure to

retain District documents accordingly could serve as a basis for discipline, up to and including possible termination.

Suspending of Destroying Official Records

The District will immediately cease the destruction of all relevant records, including electronic records, even if destruction is authorized by an approved Retention Schedule, for the following reasons:

- 1. If the District receives a public records request;
- 2. If the District believes that an investigation or litigation is imminent; or
- 3. If the District is notified that an investigation or litigation has commenced.

The Public Records Custodian(s) and Superintendent are responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the District's Administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. Failure to cease the destruction of relevant records could result in penalties against the District.

District records shall be retained and/or disposed of as follows:

Retention Codes		
AC—After closed, terminated, completed, expired,	LA—Life of Asset	DO – District
settled, or last date of contact	PM —Permanent	Office
FE —Fiscal Year End (June 30 th)	US—Until Superseded	SB – School
		Buildings
		DM – District
		Maintenance
		DT – District
		Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
ADMINISTRATION—ATTENDANCEANNUAL	PM	DO, SB
ATTENDANCE SUMMARIES BY BUILDING		
ADMINISTRATION—ATTENDANCE—Enrollment	3 yr	DO, SB
attendance data		
ADMINISTRATION—BALLOTS AND OATHS OF	Not less than 8 months following	DO
ELECTION—until canvassed and recorded in the	election	
minutes		
ADMINISTRATION—BALLOTS FOR BOND	a. Not less than 60 days after	DO
ELECTIONS	bonds have been delivered to	
	purchaser	
	b. Not less than 8 months	
	following bond election	
ADMINISTRATION—CONTRACTS AND LEASES	AC +6 yr	DO
ADMINISTRATION—GENERAL	3 yr	DO, SB

Retention Codes			
AC—After closed, terminated, completed, expired,	LA—Life of Asset	DO – District	
settled, or last date of contact	PM —Permanent	Office	
FE —Fiscal Year End (June 30 th)	US—Until Superseded	SB – School	
		Buildings	
		DM – District	
		Maintenance	
		DT – District	
		Transportation	
RECORDS DESCRIPTION	RETENTION PERIOD		
CORRESPONDENCE			
ADMINISTRATION—DONATION/GIFT RECORDS	PM	DO, SB	
ADMINISTRATION—BOARD MEETINGS—	PM	DO	
AGENDA AND MINUTES: Official minutes and			
agenda of open meetings			
ADMINISTRATION—BOARD MEETINGS—	PM—Restricted Access	DO	
CLOSED: Certified agendas or tape recordings of			
closed meetings			
ADMINISTRATION—ORGANIZATION CHARTS:	PM	DO, SB, DM, DT	
Any documentation that shows program accountability		- , - , , ,	
ADMINISTRATION—EDUCATION PROGRAM	AC+3 yr	DO, SB	
REVIEW RECORDS	120.092	20,02	
ADMINISTRATION—OFFICIAL STATE	PM	DO	
DEPARTMENT REPORTS		20	
ADMINISTRATION—SCHOOL CERTIFICATION	PM	DO	
REPORTS		20	
ANNUAL REPORTS	PM	DO	
APPEAL AND REVIEW RECORDS—Records may	PM	DO	
include but are not limited to narrative history or			
description of appeal: minutes and testimony: exhibits:			
description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions,			
reports and findings of fact; final orders, opinions,			
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing			
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related			
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.	AC+3 vr	DO	
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS—Series documents	AC+3 yr NOTE: Some materials may	DO	
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for	AC+3 yr NOTE: Some materials may warrant long-term retention.	DO	
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited	NOTE: Some materials may warrant long-term retention.	DO	
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and	NOTE: Some materials may	DO	
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets,	NOTE: Some materials may warrant long-term retention. These materials should be	DO	
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference	NOTE: Some materials may warrant long-term retention. These materials should be	DO	
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets,	NOTE: Some materials may warrant long-term retention. These materials should be	DO	
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for	NOTE: Some materials may warrant long-term retention. These materials should be	DO	
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member.	NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.		
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member. BOARD RECORDS —Series documents the official	NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.		
 reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS—Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member. BOARD RECORDS—Series documents the official proceedings of the board meetings. Records may include 	NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.		
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member. BOARD RECORDS —Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for Board	NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.		
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member. BOARD RECORDS —Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for Board action; contested case hearings schedules; committee	NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.		
 reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS—Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member. BOARD RECORDS—Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for Board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and 	NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.		
reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member. BOARD RECORDS —Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for Board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio	NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.		
 reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation. BOARD MEMBER RECORDS—Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member. BOARD RECORDS—Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for Board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries. 	NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials. PM	DO	

AC—After closed, terminated, completed, expired, settled, or last date of contact PE—Fiscal Year End (June 30 th) LA—Life of Asset PM—Permanent US—Uniti Superseded DO – District Office SB – School Buildings DM – District Transportation RECORDS DESCRIPTION RETENTION PERIOD eubpoenaed during litigation. DO, DM, DT EQUIPMENT-HISTORY FILE—Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc. DA, SB, DM, DT EQUIPMENT MANUALS—Instruction and operating manuals AC+1 yr DO, SB, DM, DT EQUIPMENT WARRANTIES AC+1 yr DO, SB, DM, DT EQUIPMENT WARRANTIES AC+1 yr DO, SB, DM, DT Building or poperty Syr DO FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—BUILDINGS PLANS PM For leased structures retain AC-2 DO, SB, DM FACILITY OPERATIONS—BUILDINGS, construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc. DO, SB, DM DO FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logs DA, SB, DM DO FACILITY OPERATIONS-SURPLUS PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logs DO, SB, DM DO, SB, DM FACILITY OPERATIONS-UTILITY USAGE RECORDS — Documenting disposal of inventoried property logs DO, SB, DM DO, SB, DM FACILITY OPERATIONS-SURPLUS PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logs DO, SB, DM	Retention Codes			
FE—Fiscal Year End (June 30*)US—Until SupersededSB — School Buildings DM — District Maintenance DT — District TransportationRECORDS DESCRIPTIONRETENTION PERIODsubpoenaed during Itigation.EQUIPMENT-HISTORY FILE—Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.LA+3 yrEQUIPMENT MANUALS—Instruction and operating manualsLAEQUIPMENT WARRANTIESAC+1 yrDO, SB, DM, DTFACILITIES OPERATIONS-BULDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.PMFACILITIES OPERATIONS—BULDINGS PLANS AND SPECIFICATIONS—BULDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planming, design, construction eredits, and all bids, etc.DO, SB, DM, DTFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyDO, SB, DM, DTFACILITY OPERATIONS-PROPERTY MANGEMENT SEQUENTIAL NUMBER LOGS— Property logsDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.US+3 yrDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY FACILITY OPERATIONS-VEHICLE OPERATION LOGSDO, DMFACILITY OPERATIONS-VEHICLE OPERATIO	AC—After closed, terminated, completed, expired,	LA—Life of Asset	DO – District	
Buildings DM - District Maintenance DT - District TransportationRECORDS DESCRIPTIONRETENTION PERIODsubpocnaced during litigation	settled, or last date of contact	PM —Permanent	Office	
Buildings DM – District Maintenance DT – District TransportationBuildings DM – District Maintenance DT – District TransportationRECORDS DESCRIPTIONRETENTION PERIODsubpoenaed during litigation.LA+3 yrEQUIPMENT-HISTORY FILE—Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.LA+3 yrEQUIPMENT MANUALS—Instruction and operating manualsLAPO, SB, DM, DTEQUIPMENT WARRANTIESAC+1 yrFACILITIES OPERATIONS-APPRAISALS— Building or propertyJyrFACILITIES OPERATIONS-BUILDINGS PLANS engiering drawings, etc.PMFACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surely bonds and inspection records, Planning, design, construction records, and all bids, etc.Do, SB, DM, DTFACILITY OPERATIONS-PROPERTY RECORDS—Documenting disposal of inventorid property logsPMDOFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsPMDOFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.SC+2 yr AC-Until superseded, date of capitation, or date of termination, whichever is soonerDO, DMFACILITY OPERATIONS-UFILIE OPERATION IALE REPORTSI yrDO, DMFACILITY OPERATIONS-UFILIE OPERATION IALE REPORTSI yrDO, DMFACILITY OPERATIONS-UFILIE OPERATION IALE REPORTSI yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION IALE REPORTSI yrDO, DM <td>FE—Fiscal Year End (June 30th)</td> <td>US—Until Superseded</td> <td>SB – School</td>	FE —Fiscal Year End (June 30 th)	US—Until Superseded	SB – School	
RECORDS DESCRIPTIONRETENTION PERIODsubpoenaed during litigation.TransportationEQUIPMENT-HISTORY FILE—Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.LA+3 yrDO, DM, DTEQUIPMENT MANUALS—Instruction and operating manualsLADO, SB, DM, DTEQUIPMENT MANUALS—Instruction and operating manualsAC+1 yrDO, SB, DM, DTEQUIPMENT WARRANTIESAC+1 yrDO, SB, DM, DTEQUIPMENT WARRANTIESAC+1 yrDO, SB, DM, DTEQUIPMENT WARRANTIESAC+1 yrDO, SB, DM, DTBuilding or propertyPADOFACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.PMDO, SB, DMFACILITIES OPERATIONS-BUILDINGS, ECONDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.DO, SB, DM, DTFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsPMDOFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passewords, etc.AC+2 yr AC-2 urtil superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SUPLUS PROPERTY SALE REPORTSPMDO, SB, DMFACILITY OPERATIONS-SUPLUS PROPERTY SALE REPORTSPMDO, SB, DMFACILITY OPERATIONS-VEHICLE OPERATION LAL REPORTSDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFACILITY OP			Buildings	
DT – District TransportationRECORDS DESCRIPTIONRETENTION PERIODsubpoenaed during litigation.EQUIPMENT'HISTORY FILE — Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.LA+3 yrDO, DM, DTEQUIPMENT MANUALS—Instruction and operating manualsLADO, SB, DM, DTEQUIPMENT WARRANTIESAC+1 yrDO, SB, DM, DTFACILITIES OPERATIONS-APPRAISALS— Building or property3 yrDOFACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.PMDO, SB, DMFACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surely bonds and inspection records, Planning, design, construction records, and all bids, etc.LADO, SB, DM, DTFACILITY OPERATIONS-PROPERTY REPORTS FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyFE+3 yrDO, SB, DMFACILITY OPERATIONS-PROPERTY FACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documenting disposal of inventoried property logsAC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY FACILITY OPERATIONS-UTILITY USAGE REPORTSIyrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGSIyrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGSIyrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGSIyrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGSIyr <td></td> <td></td> <td>DM – District</td>			DM – District	
RECORDS DESCRIPTIONRETENTION PERIODsubpoenaed during litigation.RETENTION PERIODEQUIPMENT-HISTORY FILE—Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.LA+3 yrDO, DM, DTEQUIPMENT MANUALS—Instruction and operating manualsLADO, SB, DM, DTEQUIPMENT WARRANTIESAC+1 yrDO, SB, DM, DTFACILITIES OPERATIONS-APPRAISALS— Building or property3 yrDOFACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS-Includes architectural and engineering drawings, etc.PM For leased structures retain AC+2DO, SB, DMFACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.DO, SB, DM, DTFACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyFE+3 yrDO, SB, DMFACILITY OPERATIONS-ROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsNC+2 yr AC=Until superseded, date of capring disposal of inventoried propertyDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY FACILITY OPERATIONS-SURPLUS PROPERTY SLE REPORTSNC+2 yr AC=Until superseded, date of capring disposal of inventoried property logsDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO,			Maintenance	
RECORDS DESCRIPTIONRETENTION PERIODsubpoenaed during lifigation			DT – District	
subpoenaed during litigation. EQUIPMENT-HISTORY FILE—Equipment service agreements, includes maintenance agreements, and repair logs, etc. DO, DM, DT EQUIPMENT MANUALS—Instruction and operating manuals DO, SB, DM, DT EQUIPMENT WARRANTIES AC+1 yr DO, SB, DM, DT FACILITIES OPERATIONS-APPRAISALS— 3 yr DO Building or property DO, SB, DM, DT FACILITIES OPERATIONS-BUILDINGS PLANS PM DO, SB, DM AND SPECIFICATIONS—BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION LA DO, SB, DM RECORDS AND PROJECT FILES—Building construction contracts, surely bonds and inspection records, Planning, design, construction records, and all bids, etc. DO, SB, DM, DT FACILITY OPERATIONS-PROPERTY REPORTS FE+3 yr DO, SB, DM, DT ILOST AND STOLEN PROPERTY REPORTS PM DO FACILITY OPERATIONS-SEQUENTY ACCESS AC+2 yr DO, SB, DM FACILITY OPERATIONS-SECURITY ACCESS AC+2 yr DO, SB, DM FACILITY OPERATIONS-SURPLUS PROPERTY PM DO Property logs AC=2 until superseded, date of expiration, or date of termination, whichever is sooner PM FACI			Transportation	
subpoenaed during litigation. EQUIPMENT-HISTORY FILE—Equipment service agreements, includes maintenance agreements, and repair logs, etc. DO, DM, DT EQUIPMENT MANUALS—Instruction and operating manuals DO, SB, DM, DT EQUIPMENT WARRANTIES AC+1 yr DO, SB, DM, DT FACILITIES OPERATIONS-APPRAISALS— 3 yr DO Building or property DO, SB, DM, DT FACILITIES OPERATIONS-BUILDINGS PLANS PM DO, SB, DM AND SPECIFICATIONS—BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION LA DO, SB, DM RECORDS AND PROJECT FILES—Building construction contracts, surely bonds and inspection records, Planning, design, construction records, and all bids, etc. DO, SB, DM, DT FACILITY OPERATIONS-PROPERTY REPORTS FE+3 yr DO, SB, DM, DT ILOST AND STOLEN PROPERTY REPORTS PM DO FACILITY OPERATIONS-SEQUENTY ACCESS AC+2 yr DO, SB, DM FACILITY OPERATIONS-SECURITY ACCESS AC+2 yr DO, SB, DM FACILITY OPERATIONS-SURPLUS PROPERTY PM DO Property logs AC=2 until superseded, date of expiration, or date of termination, whichever is sooner PM FACI	RECORDS DESCRIPTION	RETENTION PERIOD		
EQUIPMENT-HISTORY FILE—Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.LA+3 yrDO, DM, DTEQUIPMENT MANUALS—Instruction and operating manualsLADO, SB, DM, DTEQUIPMENT WARRANTIESAC+1 yrDO, SB, DM, DTFACILITIES OPERATIONS-APPRAISALS— Building or property3 yrDOFACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.PMDO, SB, DMFACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.DO, SB, DM, DTFACILITY OPERATIONS-POPERTY REPORTS; FACILITY OPERATIONS-PROPERTY REPORTS; FACILITY OPERATIONS-PROPERTY REPORTS; FACILITY OPERATIONS-PROPERTY Property logsDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documenting disposal of inventoried propertyDO, SB, DMDOFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.US+3 yrDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, SB, DMFACILITY OPERATIONS-UTILITY USAGE RECORDS—Documents the issuance of keys, identification, or date of termination, whichever is soonerDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGSI yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGSI yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGSI yrDO, DM	subpoenaed during litigation.			
agreements, includes maintenance agreements, installation, and repair logs, etc.LAEQUIPMENT MANUALS—Instruction and operating manualsLADO, SB, DM, DTFACILITIES OPERATIONS-APPRAISALS— Building or property3 yrDOFACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS-MORABULDINGS, etc.PMDO, SB, DMFACILITIES OPERATIONS-BUILDINGS, engineering drawings, etc.DO, SB, DMDOFACILITIES OPERATIONS-BUILDINGS, construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.DO, SB, DM, DTFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS FACILITY OPERATIONS-PROPERTY RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.SC+1 yrDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSAC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-URPLUS PROPERTY SALE REPORTSPMDO, SB, DMFACILITY OPERATIONS-URPLUS PROPERTY SALE REPORTSAC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, DMFACILITY OPERATIONS-URPLUS PROPERTY SALE REPORTSI yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGSI yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGSI yrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGSI yrDO, SB <td></td> <td>LA+3 vr</td> <td>DO. DM. DT</td>		LA+3 vr	DO. DM. DT	
Installation, and repair logs, etc.DoEQUIPMENT MANUALS—Instruction and operating manualsLADO, SB, DM, DTEQUIPMENT WARRANTIESAC+1 yrDO, SB, DM, DTFACILITTES OPERATIONS-APPRAISALS— Building or property3 yrDOFACILITTES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.PMDO, SB, DMFACILITTES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surely bonds and inspection records, Planning, design, construction records, and all bids, etc.LADO, SB, DM, DTFACILITY OPERATIONS-DAMAGE REPORTS; LOST AND STOLEN PROPERTY DISPOSAL PropertyFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS-PROPERTY Property logsDOSB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of fermination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-URPLUS PROPERTY SALE REPORTSPMDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSAC+2 yr AC=Until superseded, date of expiration, or date of fermination, whichever is soonerDO, DMFACILITY OPERATIONS-URPLUS PROPERTY SALE REPORTSI yrDO, DMFACILITY OPERATIONS-UPPLICE OPERATION LOGS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB		- 5	-))	
EQUIPMENT MANUALS—Instruction and operating manualsLADO, SB, DM, DTEQUIPMENT WARRANTIESAC+1 yrDO, SB, DM, DTFACILITIES OPERATIONS-APPRAISALS— Building or property3 yrDOFACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.PM For leased structures retain AC+2DO, SB, DMFACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.LADO, SB, DM, DTFACILITY OPERATIONS-DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsPMDOFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSI yrDO, DMFACILITY OPERATIONS-UTILITY USAGE RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.I yrDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTSI yrDO, DMDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGSI yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGSI yrDO, SBFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB				
manualsAC+1 yrDO, SB, DM, DTFACILITIES OPERATIONS-APPRAISALS— Building or property3 yrDOFACILITIES OPERATIONS-APPRAISALS— Building or propertyDOFACILITIES OPERATIONS-Uncludes architectural and engineering drawings, etc.PM For leased structures retain AC+2FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.LADO, SB, DMFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTLOST AND STOLEN PROPERTY REPORTSPMDOFACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Uttil superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS1 yrDO, DMFACILITY OPERATIONS-UTILITY USAGE RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.PMDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB <td></td> <td>LA</td> <td>DO. SB. DM. DT</td>		LA	DO. SB. DM. DT	
EQUIPMENT WARRANTIESAC+1 yrDO, SB, DM, DTFACILITIES OPERATIONS-APPRAISALS— Building or property3 yrDOFACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.PM For leased structures retain AC+2DO, SB, DMFACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surely bonds and inspection records, Planning, design, construction records, and all bids, etc.LADO, SB, DMFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsVS+3 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB			20,02,211,21	
FACILITIES OPERATIONS-APPRAISALS— Building or property3 yrDOFACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.PM For leased structures retain AC+2DO, DMFACILITIES OPERATIONS-UNLDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.LADO, SB, DMFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, SB, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB		AC+1 vr	DO, SB, DM. DT	
Building or propertyPMFACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.PMFACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.LAFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried property FACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.ND (SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSAC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB				
FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.PM For leased structures retain AC+2DO, DMFACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.LADO, SB, DMFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsPMDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB		- 3		
AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.For leased structures retain AC+2FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.LADO, SB, DMFACILITY OPERATIONS—DAMAGE REPORTS: LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTCONSTAULTY OPERATIONS—DAMAGE REPORTS: FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsDO, SB, DMMAFACILITY OPERATIONS-SECURITY ACCESS identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB		PM	DO, DM	
engineering drawings, etc.Image: construction contract, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.LADO, SB, DMFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsVS+3 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB, DM			,	
FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.LADO, SB, DMFACILITY OPERATIONS—BUARGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDOFACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsUS+3 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB				
CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.DO, SB, DM, DTFACILITY OPERATIONS—DAMAGE REPORTS; FACILITY OPERATIONS-PROPERTY REPORTSFE+3 yrDO, SB, DM, DTCOST AND STOLEN PROPERTY REPORTSPMDOFACILITY OPERATIONS-PROPERTY propertyUS+3 yrDO, SB, DMFACILITY OPERATIONS-PROPERTY mANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsVS+3 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS recomments the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, SB, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB		LA	DO. SB. DM	
RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.Action and all bids, etc.FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDOFACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, SD, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SBFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB			,,	
construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.DO, SB, DM, DTFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsUS+3 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DTFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB				
records, Planning, design, construction records, and all bids, etc.PMFACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS-PROPERTY DISPOSAL propertyPMDOFACILITY OPERATIONS-PROPERTY mANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsVS+3 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION SALE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, SB				
bids, etc.FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS-PROPERTY DISPOSAL PropertyPMDOFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, SB, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DTIOGSFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB				
FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTSFE+3 yrDO, SB, DM, DTFACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, SB, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DTLOGSFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB				
LOST AND STOLEN PROPERTY REPORTSFACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsVS+3 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSDO, SB, DMDOFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DM		FE+3 vr	DO, SB, DM, DT	
FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried propertyPMDOFACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsUS+3 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, SB, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB			, , ,	
propertyUS-1FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsUS+3 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DTFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB	FACILITY OPERATIONS-PROPERTY DISPOSAL	PM	DO	
propertyUS-1FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsUS+3 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DTFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB	RECORDS—Documenting disposal of inventoried			
FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS— Property logsUS+3 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DTFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB	•			
Property logsAC+2 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB	FACILITY OPERATIONS-PROPERTY	US+3 yr	DO, SB, DM	
Property logsAC+2 yrDO, SB, DMFACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DMFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB	MANAGEMENT SEQUENTIAL NUMBER LOGS—			
FACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is soonerDO, SB, DMFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DTFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB	-			
RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.AC=Until superseded, date of expiration, or date of termination, whichever is soonerFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DTFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB		AC+2 yr	DO, SB, DM	
identification cards, passes, passwords, etc.expiration, or date of termination, whichever is soonerFACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DTFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB	RECORDS—Documents the issuance of keys,			
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTSPMDO, DMFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DTFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB		expiration, or date of termination,		
SALE REPORTSI yrFACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB		whichever is sooner		
FACILITY OPERATIONS-UTILITY USAGE REPORTS1 yrDO, DMFACILITY OPERATIONS-VEHICLE OPERATION LOGS1 yrDO, DTFISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERSFE+3 yrDO, SB	FACILITY OPERATIONS-SURPLUS PROPERTY	PM	DO, DM	
REPORTSImage: Constraint of the second s	SALE REPORTS			
FACILITY OPERATIONS-VEHICLE OPERATION1 yrDO, DTLOGSFISCAL-ACCOUNTS PAYABLE/RECEIVABLEFE+3 yrDO, SBLEDGERSFEFEFE	FACILITY OPERATIONS-UTILITY USAGE	1 yr	DO, DM	
LOGS FISCAL-ACCOUNTS PAYABLE/RECEIVABLE FE+3 yr DO, SB LEDGERS DO, SB				
FISCAL-ACCOUNTS PAYABLE/RECEIVABLEFE+3 yrDO, SBLEDGERS		1 yr	DO, DT	
LEDGERS	LOGS			
	FISCAL-ACCOUNTS PAYABLE/RECEIVABLE	FE+3 yr	DO, SB	
FISCAL-ANNUAL FINANCIAL REPORTS PM DO, SB, DM, DT	LEDGERS			
	FISCAL-ANNUAL FINANCIAL REPORTS	PM		
FISCAL-ANNUAL OPERATING BUDGETSFE+3 yrDO, SB, DM, DT	FISCAL-ANNUAL OPERATING BUDGETS	FE+3 yr	DO, SB, DM, DT	

Retention Codes		
AC—After closed, terminated, completed, expired,	LA—Life of Asset	DO – District
settled, or last date of contact	PM —Permanent	Office
FE—Fiscal Year End (June 30 th)	US—Until Superseded	SB – School
	-	Buildings
		DM – District
		Maintenance
		DT – District
		Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
FISCAL-APPROPRIATION REQUESTS—Includes	FE+3 yr	DO, SB, DM, DT
any supporting documentation in the appropriation		
request		
FISCAL-FINAL AUDIT REPORTS	PM	DO, SB
FISCAL-BANK STATEMENTS	FE+3 yr	DO, SB
FISCAL-CANCELLED CHECKS—	FE+3 yr	DO, SB
Stubs/Warrants/Drafts		
FISCAL-CAPITAL ASSET RECORDS	LA+3 yr	DO, SB, DM, DT
FISCAL-CASH RECORDS—Cash deposit slips; cash	FE+3 yr	DO, SB
receipts log		
FISCAL-DEEDS AND EASEMENTS—Proof of	PM	DO
ownership and right-of-way on property		
FISCAL-detail chart of accounts—One for all accounts	FE+3 yr	DO, SB
in use for a fiscal year		
FISCAL-EXPENDITURE JOURNAL OR REGISTER	FE+3 yr	DO, SB
FISCAL-EXPENDITURE VOUCHERS—Travel,	FE+3 yr	DO, SB, DM, DT
payroll, etc.		
FISCAL-EXTERNAL REPORTS—Special purpose,	FE+3 yr	DO, SB, DM, DT
i.e. federal financial reports, salary reports, etc.		
FISCAL-FEDERAL TAX RECORDS—Includes FICA	AC+4 yr	DO
records	AC=Tax due date, date the claim	
	is filed, or date tax is paid	
	whichever is later	DO
FISCAL-FEDERAL FUNDING RECORDS—Title I;	FE+5 yr	DO
Chapter 2; Title VI-B	Or until all pending audits or	
EISCAL FEDERAL LISDA	reviews are completed	DO
FISCAL—FEDERAL—USDA	AC+3 yr AC=submission of final	DO
	expenditure	
FISCAL-GENERAL LEDGERS; GENERAL	FE+3 yr	DO, SB
JOURNAL VOUCHERS	i Li o yi	20,00
FISCAL-GRANTS—State and Federal	AC+3 yr	DO, SB
	AC=End of grant or satisfaction of	,
	all uniform administrative	
	requirements for the grant	
	CAUTION: Retention	
	requirements may vary depending	
	on the specific federal funding	
	agency	

Retention Codes			
AC—After closed, terminated, completed, expired, settled, or last date of contact	LA—Life of Asset PM—Permanent	DO – District Office	
FE —Fiscal Year End (June 30 th)	US—Until Superseded	SB – School Buildings DM – District Maintenance DT – District Transportation	
RECORDS DESCRIPTION	RETENTION PERIOD		
FISCAL-INSURANCE CLAIM FILES	AC+3 yr AC=Resolution of claim	DO	
FISCAL-INSURANCE POLICIES—all types	AC+5 yr AC=expiration or termination of policy according to its terms	DO	
FISCAL-LONG-TERM LIABILITY RECORDS— Bonds, etc	AC+4 yr AC=retirement of debt	DO	
FISCAL-RECEIPTS JOURNAL OR REGISTER	FE+3 yr	DO, SB, DM, DT	
FISCAL-RECONCILIATIONS	FE+3 yr	DO, SB	
FISCAL -REIMBURSABLE ACTIVITIES—Requests and approval for reimbursed expenses for travel, training, etc.	FE+3 yr	DO, SB	
FISCAL -RETURNED CHECKS—Uncollectable warrants or drafts	AC+3 yr AC=After deemed uncollectible	DO, SB	
FISCAL -SIGNATURE AUTHORIZATIONS—Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	US+FE+3 yr	DO	
LEGAL-LITIGATION FILES	PM CAUTION: May contain attorney-client privileged information	DO, SB, DM, DT	
LEGAL -OPEN RECORDS REQUESTS— documentation relating to approved or denied requests for records under Idaho Public Records Law	РМ	DO	
INSTRUCTIONAL – Distance learning instruction that is recorded by the District. Such recording is not required by this policy.	2 months following the semester	Electronic	
LEGAL -OPINIONS AND ADVICE—Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	PM CAUTION: May contain attorney-client privileged information	DO, SB	
NEWS OR PRESS RELEASES	PM	DO, SB	
PERSONNEL -ACCUMULATED LEAVE ADJUSTMENT REQUEST—Used to create and adjust employee leave balances	FE+5 yr	DO, SB, DM, DT	
PERSONNEL -APPLICATIONS FOR EMPLOYMENT—HIRED—Applications, etc. required by employment advertisement	AC+5 yr AC=Termination of employment	DO, SB, DM, DT	

Retention Codes			
AC—After closed, terminated, completed, expired,	LA—Life of Asset	DO – District	
settled, or last date of contact	PM —Permanent	Office	
FE —Fiscal Year End (June 30 th)	US—Until Superseded	SB – School	
	•	Buildings	
		DM – District	
		Maintenance	
		DT – District	
		Transportation	
RECORDS DESCRIPTION	RETENTION PERIOD		
PERSONNEL-APPLICATIONS FOR	AC+2 yr	DO, SB, DM,DT	
EMPLOYMENT—NOT HIRED—Applications,	AC=Date position is filled		
resumes, etc. required by employment advertisement			
PERSONNEL-BENEFIT PLANS	US+5 yr	DO	
PERSONNEL-COMPLAINT RECORDS—Complaints	FE+3 yr	DO, SB, DM, DT	
received and records documenting their resolution	CAUTION: If a complaint		
-	becomes the subject of litigation,		
	it is subject to a longer retention		
	period		
PERSONNEL -CORRECTIVE ACTION—those actions	PM	DO, SB, DM, DT	
which do not affect pay, status, or tenure and are	CAUTION: If during the		
imposed to correct or improve job performance	retention period these records are		
	used to support personnel		
	disciplinary action, the records		
	should be retained according to		
	Personnel Disciplinary Action		
	series.		
PERSONNEL-DISCIPLINARY ACTION	PM	DO, SB, DM, DT	
DOCUMENTATION—those actions that affect pay or			
status. They include demotion, dismissal, etc.			
PERSONNEL-EMPLOYEE STATEMENTS	PM	DO, SB, DM, DT	
(Affidavits)—for insurance, personnel or other uses for			
which administration has sought such statements			
PERSONNEL-EMPLOYEE BENEFITS—documents	US+5 yr	DO,	
relating to selection of benefits other than insurance			
PERSONNEL-EMPLOYEE COUNSELING	PM	DO, SB, DM, DT	
RECORDS—Notes, etc. relating to job-specific			
counseling	A.C. 5		
PERSONNEL-EMPLOYEE DEDUCTION	AC+5 yr	DO	
AUTHORIZATIONS—documents relating to all	AC=After termination of		
deductions of pay	employee or after amendment, expiration, or termination of		
	authorization, whichever is sooner.		
PERSONNEL-EMPLOYEE EARNINGS RECORDS	PM	DO	
PERSONNEL-EMPLOYEE INSURANCE	US+5 yr	DO	
RECORDS—District copy of selection records by			
employees of insurance offered by the District			
PERSONNEL-EMPLOYEE RECOGNITION	PM	DO, SB, DM, DT	
RECORDS—Awards, incentives, etc.		DU , DU , DU , DU	
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	2 yr	DO	
PERSONNEL-EMPLOYMENT CONTRACTS	Original dates of hire +50 yr	DO	

Retention Codes AC—After closed, terminated, completed, expired, **LA**—Life of Asset **DO** – District settled, or last date of contact **PM**—Permanent Office **FE**—Fiscal Year End (June 30th) **SB** – School **US**—Until Superseded **Buildings DM** – District Maintenance **DT** – District Transportation **RECORDS DESCRIPTION RETENTION PERIOD** PERSONNEL-EMPLOYMENT ELIGIBILITY-PM DO Documentation or verification of Federal report form INS I-9 PERSONNEL-EMPLOYMENT SELECTION DO, SB, DM, DT 2 yr RECORDS—all records that document the selection CAUTION: Does not include process: i.e. polygraph, physicals, interview notes, etc. criminal history checks **PERSONNEL**-FORMER EMPLOYEE PM DO **VERIFICATION RECORDS**—minimum information includes name, social security number, exact dates of employment and last known address DO, SB, DM, DT PERSONNEL-GRIEVANCE RECORDS-review of PM employee grievances against policies and working conditions, etc. Includes record of actions taken. PERSONNEL-HIRING PROCESS—CRIMINAL PM DO HISTORY CHECKS-criminal history record information on job applications **PERSONNEL**-JOB PROCEDURE RECORD/JOB US+8 yr DO. SB. DM. DT DESCRIPTION-any document detailing duties of positions on position-by-position basis PERSONNEL-LEAVE STATUS REPORT-FE+3 yr DO cumulative report for each pay cycle showing leave status PERSONNEL-LIABILITY RELEASE FORM— PM DO statements of employees, patrons, etc. who have released the District from liability PERSONNEL-LICENSE AND DRIVING RECORD PM DO, DT CHECK PERSONNEL-OVERTIME AUTHORIZATION & DO. SB. DM. DT 5 yr **SCHEDULE** PERSONNEL-PAYROLL-DIRECT DEPOSIT US+3 yr DO APPLICATION/AUTHORIZATION PERSONNEL-PAYROLL-INCOME ADJUSTMENT US+3 yr DO AUTHORIZATION --- used to adjust gross pay, FICA, retirement or compute taxes PERSONNEL-PERFORMANCE EVALUATION DO. SB, DM, DT PM PERSONNEL-PERSI ENROLLMENT FILE PM DO PERSONNEL-PERSI RECORD OF HOURS Date of hire +50 yr DO WORKED—Irregular help, half-time or greater PERSONNEL-PERSI TERMINATION RECORD PM DO PERSONNEL-PERSONNEL INFORMATION-PM DO documents that officially change pay, titles, benefits, etc.

Retention Codes			
AC—After closed, terminated, completed, expired,	LA—Life of Asset	DO – District	
settled, or last date of contact	PM —Permanent	Office	
FE —Fiscal Year End (June 30 th)	US—Until Superseded	SB – School	
		Buildings	
		DM – District	
		Maintenance	
		DT – District	
		Transportation	
RECORDS DESCRIPTION	RETENTION PERIOD		
PERSONNEL-POLICY AND PROCEDURES	PM	DO, SB, DM, DT	
MANUAL—any manual, etc. that establishes standard		- , - , , ,	
employment procedures			
PERSONNEL-RESUME-UNSOLICITED	1 yr	DO, SB, DM, DT	
PERSONNEL-SICK LEAVE POOL	LA+3 yr	DO	
DOCUMENTATION—requests submitted, approvals,			
number of hours transferred in an out, etc.			
PERSONNEL-TIME CARD AND TIME SHEET	PM	DO, SB, DM, DT	
PERSONNEL-TIME CARD AND TIME SHEET PERSONNEL-TIME OFF AND/OR SICK LEAVE	FE+3 yr	DO, SB, DM, DT DO, SB, DM, DT	
REQUEST	r E+3 yi	DO, SD, DM, D1	
PERSONNEL-TRAINING AND EDUCATIONAL	PM	DO, SB, DM, DT	
ACHIEVEMENT RECORD-INDIVIDUAL—records		DO , DD , DM , DI	
documenting training, testing, or continued education			
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	5 yr	DO	
PERSONNEL-UNEMPLOYMENT COMPENSATION	AC+5 yr	DO	
RECORDS	AC+5 yr	DO	
		ļ	
PERSONNEL W 2 & W 4 FORMS	5 vr from date of termination	DO	
PERSONNEL-W-2 & W-4 FORMS PERSONNELWORKER'S COMPENSATION	5 yr from date of termination	DO DO	
PERSONNEL—WORKER'S COMPENSATION	AC+10 yr	DO DO	
PERSONNEL —WORKER'S COMPENSATION POLICIES	AC+10 yr AC=expiration of policy	DO	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds	AC+10 yr		
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with	AC+10 yr AC=expiration of policy	DO	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District	AC+10 yr AC=expiration of policy PM	DO DO	
PERSONNEL—WORKER'S COMPENSATION POLICIESPROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with DistrictPROCUREMENT-PURCHASING LOG—Log, etc.	AC+10 yr AC=expiration of policy	DO	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders	AC+10 yr AC=expiration of policy PM	DO DO	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc.	AC+10 yr AC=expiration of policy PM FE+3 yr	DO DO DO, SB, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION—	AC+10 yr AC=expiration of policy PM FE+3 yr FE+3 yr	DO DO	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid,	AC+10 yr AC=expiration of policy PM FE+3 yr FE+3 yr CAUTION: If a formal written	DO DO DO, SB, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION—	AC+10 yr AC=expiration of policy PM FE+3 yr FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc.,	DO DO DO, SB, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid,	AC+10 yr AC=expiration of policy PM FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting	DO DO DO, SB, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid,	AC+10 yr AC=expiration of policy PM FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained	DO DO DO, SB, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid,	AC+10 yr AC=expiration of policy PM FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the	DO DO DO, SB, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations	AC+10 yr AC=expiration of policy PM FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.	DO DO DO, SB, DM, DT DO, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations RECORDS MANAGEMENT—RECORDS	AC+10 yr AC=expiration of policy PM FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the	DO DO DO, SB, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG	AC+10 yr AC=expiration of policy PM FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.	DO DO DO, SB, DM, DT DO, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL	AC+10 yr AC=expiration of policy PM FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.	DO DO DO, SB, DM, DT DO, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.);	AC+10 yr AC=expiration of policy PM FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.	DO DO DO, SB, DM, DT DO, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	AC+10 yr AC=expiration of policy PM FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract. PM	DO DO DO, SB, DM, DT DO, DM, DT DO, SB, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.);	AC+10 yr AC=expiration of policy PM FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract. PM 8 yrs*	DO DO DO, SB, DM, DT DO, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	AC+10 yr AC=expiration of policy PM FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract. PM 8 yrs* For Minors, 8 yrs after minor	DO DO DO, SB, DM, DT DO, DM, DT DO, SB, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS SAFETY-ACCIDENT REPORTS	AC+10 yr AC=expiration of policy PM FE+3 yr FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract. PM 8 yrs* For Minors, 8 yrs after minor reaches age of 18	DO DO DO, SB, DM, DT DO, DM, DT DO, SB, DM, DT DO, SB, DM, DT	
PERSONNEL—WORKER'S COMPENSATION POLICIES PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc. PROCUREMENT-BID DOCUMENTATION— includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	AC+10 yr AC=expiration of policy PM FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract. PM 8 yrs* For Minors, 8 yrs after minor	DO DO DO, SB, DM, DT DO, DM, DT DO, SB, DM, DT	

Retention Codes			
AC—After closed, terminated, completed, expired,	LA—Life of Asset	DO – District	
settled, or last date of contact	PM —Permanent	Office	
FE —Fiscal Year End (June 30 th)	US—Until Superseded	SB – School	
	-	Buildings	
		DM – District	
		Maintenance	
		DT – District	
		Transportation	
RECORDS DESCRIPTION	RETENTION PERIOD		
SAFETY-EVACUATION PLANS	PM	DO, SB	
SAFETY-FIRE ORDERS—issued by fire marshal to	AC+3 yr	DO, SB, DM	
correct deficiencies in compliance with the fire code	AC=deficiency corrected		
SAFETY-HAZARDOUS MATERIALS DISPOSAL	PM	DO, DM	
RECORDS—Material safety data sheets must be kept for			
those chemicals currently in use that are affected by the			
Hazard Communication Standard in accordance with 29			
CFR § 1910.1200(g).			
SAFETY-INCIDENT REPORTS—Reports concerning	3 yr (or 30 yr*)	DO, SB, DM, DT	
incidents which, upon investigation, were of a non-	*Exposure records require 30 year		
criminal nature	retention per 29 CFR §		
	1910.1020(d)(ii)(B)Footnote(1)		
SAFETY-INSPECTION RECORDS—Fire, safety, and	AC+3 yr	DO, SB, DM	
other inspection records of facilities and equipment	AC=Date of the correction of the		
	deficiency, if the inspection report		
	reveals a deficiency.		
SAFETY-MATERIAL DATA SAFETY SHEETS	30 yrs after the end of use of the	DO, DM	
SAFETY-WORKPLACE CHEMICAL LISTS	substance 30 yr	DO, SB, DM	
SAFETT-WORKPLACE CHEMICAL LISTS STUDENTS-EDUCATION RECORDS—Student's	10 years after the student	DO, SB, DM DO, SB	
name, birth date, last address, dates of attendance,	graduates or permanently leave	DO, 5D	
graduation date and grades earned	the District		
STUDENTS-SPECIAL EDUCATION RECORDS—	FE+6 years except as specified	DO, SB	
educational records, including eligibility documentation	in Policy 3570P	DO, 5D	
and IEPs			
STUDENTS-MEDICAID RECORDS-claims,	FE +5 yr	DO, SB	
reimbursements, and supporting documentation	FE +5 yr	DO, 5D	
VEHICLE-INSPECTION, REPAIR AND	LA+1 yr	DO, DT	
MAINTENANCE RECORDS		D 0, D 1	
VEHICLE-TITLE AND REGISTRATION	1 yr	DO, DT	
VOLUNTEER RECORDS—records may include	AC+3 yr	DO, SB	
recruitment and selection records, volunteer personnel	AC=End of term of volunteer or		
and intern personnel information forms, intern	intern		
agreements, volunteer and intern time records,			
emergency notification forms, insurance documentation			
and correspondence			
WEBSITE/WEB PAGES—	РМ	DO, SB	
INTERNET/INTRANET—system development			
documentation for initial setup; subsequent changes and			
content of pages			
Г °О́ °		<u> </u>	

In the event that District records do not correspond to any of the above listed categories, the Superintendent will determine the period of retention for a particular record.

Cross Reference:	3570	Student Records
	3570P	Student Records
Legal References:	I.C. § 33-407	Return of Canvass of Elections
	I.C. § 33-508	Duties of Clerk
	I.C. § 33-701(8)	Fiscal Year—Payment and Accounting of Funds
	I.C. § 56-209h	Administrative Remedies
	I.C. § 74-119	Agency Guidelines
	SDE Idaho Specia	l Education Manual Revised 2009, Chapter 11, Section E
	SDE Administrator's Handbook 1.43	
	Federal Regulation	n
	Idaho Records Ma	nagement Guide, August, 2013

Policy History: Adopted on: May 15, 2017 Revised on: September 17, 2018 Revised on: April 19, 2021

Revised on: October 18, 2021